

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**GIS COORDINATOR
INFORMATION TECHNOLOGY DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs difficult administrative and technical work in the design and implementation of a city-wide Geographic Information System (GIS). Work is performed under general supervision of the Information Technology Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for the development, implementation, and management of the Geographic Information System. Responsibilities will include coordinating GIS requirements, developing standards, strategic plans and directions, and coordinating the maintenance and analysis of GIS information. Responsibilities will also include training and professional development for new users, training on file-maintenance and integrity, and advising of GIS employees working in various departments and to assist in design of departmental projects. Work involves the development of a geographic information system which includes but is not limited to physical, cultural, population, social, urban, and economic geography. Work involves the design of a digital data base to include a full range of mapping, geographic, land use, and demographic information. Considerable negotiation and contact with county, local and state agencies, and the general public is required in order to gather, disseminate, and manage geographical information. Work includes the recommendation, acquisition, and support of GIS hardware and software. Work is under the general supervision by the Information Technology Director and evaluated by conferences, reviewed through records and reports, and overall effectiveness of the system.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provides consulting services to department directors and city administration on the usage of GIS in economic development, customer service, land records management, infrastructure inventories and other applicable uses; coordinates development of a strategic plan for GIS.

Oversees database development and management of the City's GIS.

Assists in yearly divisional budget preparation, to include GIS operating budget.

Develops operating procedures including the design and monitoring of GIS projects by establishing guidelines, establishing periodic reviews, and evaluating final products.

Serves as the coordinator between the City and other governmental GIS agencies, including negotiations, data sharing, and GIS program development.

GIS COORDINATOR

- Manages the work of outside contractors performing GIS services.
- Develops policies and technical standards to ensure accuracy and compatibility of data.
- Coordinates GIS work for all City departments.
- Monitors the development of the system and makes necessary changes in system development.
- Recommends hardware and software upgrades and oversees the installation of new hardware and software.
- Provides technical assistance to other staff on GIS matters.
- Oversees training and professional development of system users.
- Ensures data file efficiency, security and recovery.
- Serves as a member of various management committees, panels, commissions, etc, attending meetings and providing input based on expertise and observations, as appropriate.
- Develops requests for proposals to help meet City needs; reviews bid proposals and recommends vendors, services and equipment.
- Functions as the technical advisor and consultant to the Information Services Director.
- Provides GIS data to requesters under the North Carolina Public Records Law.

ADDITIONAL JOB FUNCTIONS

- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of database management, including Microsoft Access.
- Thorough knowledge of GIS hardware and software, including ESRI's ArcGIS product suite.
- Thorough knowledge of geoprocessing technology.
- Thorough knowledge of the principles of geography.
- Thorough knowledge of map preparation and computer aided mapping.
- Thorough knowledge of programming languages as they relate to computer mapping techniques.
- Considerable knowledge of the North Carolina Technical Specifications for Base, Cadastral, and Digital Mapping.
- Considerable knowledge of local government practices and products.
- Measured skill in high level system design.
- Ability to effectively manage projects.
- Ability to solve problems.
- Ability to perform high level analysis in a complex environment.
- Ability to carry out difficult written and oral instructions.
- Ability to establish and maintain effective working relationships with others.
- Ability to explain technical information to non-technical users and tactfully deal with the public.
- Ability to supervise the work of others.

GIS COORDINATOR

Ability to express ideas effectively both orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in computer science, geography, cartography, or related field, and 4 to 6 years of related experience, to include considerable experience with development and management of GIS; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health and safety of the employee or others in the workplace.

Salary Grade 23

Exempt